# How to Use the Accountability Report File in the Secure Site

This document provides instructions on using and understanding the display of your school's **_previewed_** Michigan School Index System accountability report. For more information about the Michigan School Index System, state and federal school support identification, and the Secure Site preview window, please visit: [www.mi.gov/mde-accountability](www.mi.gov/mde-accountability) and click on the link for "Michigan School Index System Preview Window Resources - NEW!" under the "Resources for Educators" section.

## Contents

## Getting Started

1. Download and unzip the Accountability Report from the Secure Site at: www.mi.gov/oeaa-secure. Instructions on accessing and downloading accountability files for authorized Secure Site users can be found at: www.mi.gov/documents/mde/Accountability_Instructions_in_Secure_Site_614406_7.pdf. For assistance in opening .zip files, please use this help resource: https://www.wikihow.com/Unzip-a-File.

2. Open the "Accountability Report" file downloaded from the Secure Site. Note that this file contains both embargoed and FERPA-protected data and may **never** be shared with unauthorized individuals or the public. When you first open the file in Excel, it may display a yellow warning ribbon across the top of the screen to indicate to you that the file is in "protected view." If this occurs, click the "enable editing" button on the yellow ribbon to unlock and open the file for use.

3. With the file open and editable, click the green start button on the first tab to be navigated to a screen to search for and enter your school's building code.

### 2016-17 School Identification System and Accountability Reporting

Michigan's plan to implement the federal Every Student Succeeds Act (ESSA) was approved in November 2017. As part of that plan, the MDE will identify "Comprehensive Support Schools" and "Targeted Support Schools" to provide varying levels of support and assistance to schools using the indentification system described within.

Michigan's index-based identification system designates a single index value (0-100 points) based on school performance in up to seven areas: Proficiency, Growth, Graduation Rate, English Learner Progress, School Quality/Student Success, General Participation, and English Learner Participation.
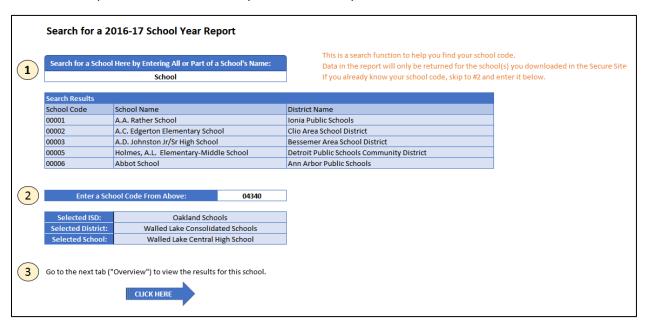
This tool provides all aggregated performance information relevant to the computation of the single index value for your school.

Click on the Start button to first search for your school code. This code will then be entered into this tool to show only data relevant for the specific school of interest.

**These data are embargoed and have not been suppressed.**
**Do NOT share this information with the public or unauthorized individuals.**
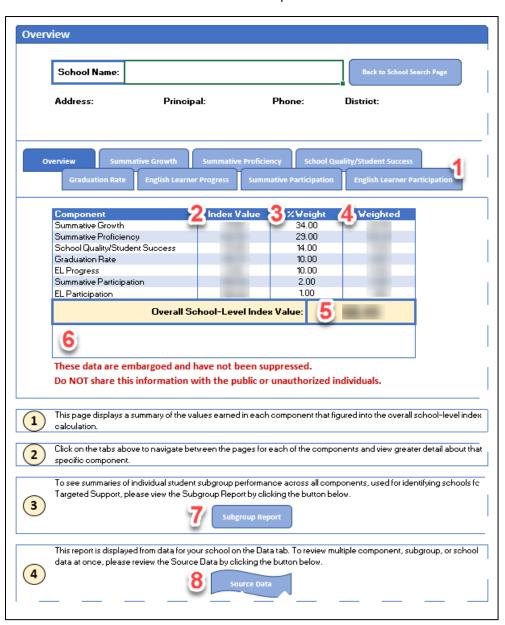
**START** ▶

4. The search tab you are taken to shows a building code search function. If you do not already know your building code, you can use the search function indicated by the #1 area on this tab. Once you have the building code for your school, enter it in the #2 location on this tab. Doing this activates the rest of the accountability report display tabs and populates it with the data for the school you downloaded the report for (and also entered as the building code on this tab). Click the blue arrow in the #3 area in this tab to be navigated to the overview/summary display of the previewed school index system results for your school.

**Search for a 2016-17 School Year Report**

(1) **Search for a School Here by Entering All or Part of a School's Name:**

School

This is a search function to help you find your school code.
Data in the report will only be returned for the school(s) you downloaded in the Secure Site
If you already know your school code, skip to #2 and enter it below.

| Search Results | | |
| --- | --- | --- |
| School Code | School Name | District Name |
| 00001 | A.A. Rather School | Ionia Public Schools |
| 00002 | A.C. Edgerton Elementary School | Clio Area School District |
| 00003 | A.D. Johnston Jr/Sr High School | Bessemer Area School District |
| 00005 | Holmes, A.L. Elementary-Middle School | Detroit Public Schools Community District |
| 00006 | Abbot School | Ann Arbor Public Schools |

(2) **Enter a School Code From Above:** 04340

| Selected ISD: | Oakland Schools |
| --- | --- |
| Selected District: | Walled Lake Consolidated Schools |
| Selected School: | Walled Lake Central High School |

(3) Go to the next tab ("Overview") to view the results for this school.
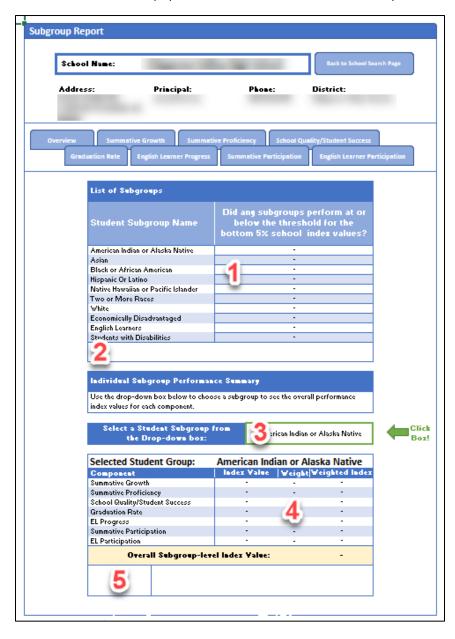
**CLICK HERE** ➡

## School Index Overview Display

The overview display shows each of the primary components of the index system. The red #1 location on this display contains links to the component detail displays for area included in the index. The red #2 area of the report image below shows the percent of the index value for each component where your school had data or met the size threshold to be included in the index calculations. The red #3 area on the report image below shows the weight each component contributed to the overall school index value. The red #4 area in the report image below shows the weighted index value. The weighted index values then add up to be the overall school index value displayed in the red #5 location of the report image. If your school was identified for one of the federal school support categories (Comprehensive, Targeted, or Additional Targeted), the red #6 spot location of the report image below will indicate an exclamation and the specific identifed support category. A subgroup report display is linked in the red #7 area below and the source data tab is linked at the red #8 spot.
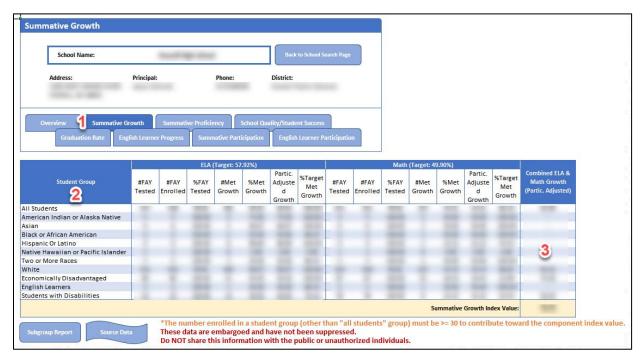
## Subgroup Report Display

The subgroup report displays summary index information for each subgroup as if that student group was treated as a whole school by itself. All applicable subgroups will have data provided on this display if the subgroup meets the minimum student count threshold for it to have index values computed for any component. The red #1 area indicates if any subgroups in the school performed as below the index threshold used for Comprehensive support identification (bottom 5%). The red #2 area will indicate an exclamation if your school has been identified for Targeted or Additional Targeted support. Applicable subgroups that highlight in red on this display are the basis for the support identification. The box indicated by the #3 on the report example allows you to select an individual subgroup to see the summary index information for that subgroup as if it was a school itself. Once you choose a subgroup from the box, the respective subgroup's data will populate in the red #4 location. If a low performing subgroup is selected, the red #5 area will populate with an exclamation and an explanation.
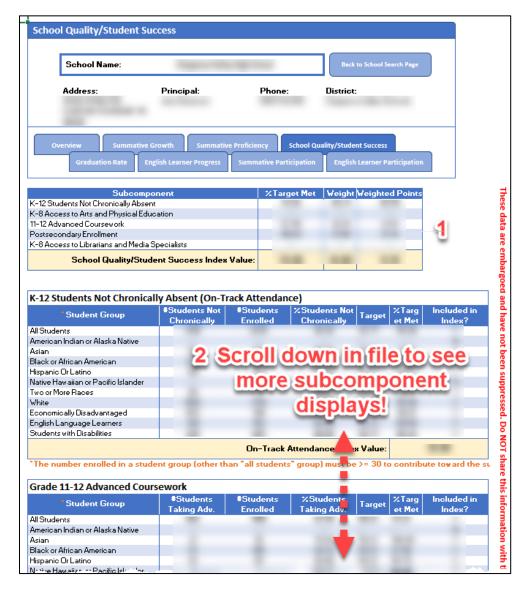
## Component Detail Displays

There are navigation buttons and displays for each of the components contributing to the index system calculations. Th component tabs are indicated by the red #1 area in the report image below. These displays indicate specific student counts, rates, targets, and index values for each student group where applicable, indicated by the red #2 mark below. These displays are available for growth, proficiency, graduation rate, EL progress, summative participation, EL participation, and school quality/student success components. For components with multiple content areas included, the content areas are shown individually and how they are combined to make the participation/proficiency/growth index value (indicated by the red #3 area below). For graduation rates, the applicable cohort years are displayed and how they combine to make the graduation rate component index value.

## School Quality/Student Success Overview and Detail Displays

The school quality/student success component of the index system display preview is unique in that it is potentially calculated from up to 5 different subcomponents. The red #1 area in the school quality display below shows the summary display of all contributing school quality subcomponents, their respective index values, weight within the school quality component, weighted index values, and the overall school quality index value. The tables below the school quality summary provide detailed displays for each of the contributing subcomponents within the school quality measure that include counts, rates, ratios, and subcomponent index values. The subcomponent detail displays are disaggregated by subgroup for on-track attendance, advanced coursework, and postsecondary enrollment and are limited to school-level information for the two access subcomponents. Only applicable subcomponents and subgroup data will display for your school depending on grade configuration and whether or not the minimum student count threshold has been met for it to be included in calculations.

## Support and Contact Information

For further assistance using the Accountability Report Microsoft Excel File, please contact MDE Accountability at MDE-Accountability@michigan.gov or call 877-560-8378, option 3.